

Barcode Labels and Coding Student Demographic Information



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Barcode Labels

(TC Manual: p. 26-30)

Type of School	Barcode Label Required	Student data obtained via...
Public	YES	AIMS system
Residential Treatment Facilities	YES	AIMS system
Private Accredited Schools	YES	AIMS system
Private Non-Accredited and Home-schooled Students	NO	Coding pages 1 & 2 on SRB

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Barcode Labels: Data Collected before Testing

- Student Name
- Student Local ID, optional
- State Student ID Number
- School Code
- Birth Date
- Gender
- Ethnicity
- Program Information
- Special Education Disability Codes
- Alternate Assessment



OPI provided Measured Progress with a student-level database with state-assigned student ID numbers for all public schools. This database was used to generate student barcode labels.

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Any student not registered during the January Assessment Registration Collection or who has changed schools after the January collection date will not have a label. Bubbling instructions for these students may be found on pages 26-30 of your TC Manual

Schools will receive student labels sorted by grade, by teacher or testing group (if the information was provided to OPI in January), and by student in alphabetical order.

Example of Student Label:

LastName, FirstName	Grade:
Barcode Student ID	
Teacher:	
School Name	DisCode SchCode

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Coding Before Testing

To be coded by students—before testing begins

- Page 1, Box C: Form Number



TEACHER NAME:

C FORM (COVER OF TEST BOOKLET)

(Required at time of testing)

① ② ③ ④ ⑤ ⑥ ⑦ ⑧

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Coding After Testing: For Public and Private Accredited Schools and Treatment Centers (by school personnel, if applicable)

CRT-Alternate:

- ✓ Transfer scores on pages 15, 16 & 17 for grades 4, 8 and 10, and on pages 13 & 14 for grades 3, 5, 6 and 7, and place test booklet, student evidence, and answer document (SRB) in envelope labeled “For return of CRT-Alternate test materials”

CRT:

- Page 2, Section 1: Student Information
- Page 2, Section 2: Accommodations

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Complete appropriate sections of this page after testing is complete.

Section 1: Required only for public schools and private schools accredited by the Montana Board of Public Education. **TO BE COMPLETED BY SCHOOL TEST COORDINATOR.**

G	<input type="radio"/> Student not enrolled (For example: homeschooled student)
	<input type="radio"/> Former LEP (cannot be current LEP)
	<input type="radio"/> Student enrolled less than 180 hours <u>and</u> taking a reading or mathematics course.
	<input type="radio"/> Student not in school entire academic year
	<input type="radio"/> Student not in district entire academic year
	<input type="radio"/> Student participated through alternate assessment this year.
Note: Any student participating in the alternate assessment must be identified as a special education student with an IEP in the AIM student information system.	

Section 2: Required only for public schools and private schools accredited by the Montana Board of Public Education. **TO BE COMPLETED BY THE TEST ADMINISTRATOR.**

H	STANDARD ACCOMMODATIONS	
	<i>(Mark all that apply.)</i>	
	Reading	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100
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Coding After Testing: For Students in Private Non-Accredited Schools

CRT:

- Page 2, Section 3: ALL Boxes, if applicable

CRT-Alternate:

- ✓ Transfer scores on pages 15, 16 & 17 for grades taking science tests, and on pages 13 & 14 for grades not taking science tests, and place test booklet, student evidence, and answer document (SRB) in envelope labeled "For return of CRT-Alternate test materials"

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Section 3: Only for private schools not accredited by the Montana Board of Public Education.
TO BE COMPLETED BY SCHOOL TEST COORDINATOR.

(Required Coding)

- ☐ Student enrolled in a private non-accredited school

I	GENDER (Optional Coding)
<input type="radio"/>	Female
<input type="radio"/>	Male

J	ETHNICITY (Optional Coding) (Mark only one.)
<input type="radio"/>	American Indian or Alaska Native
<input type="radio"/>	Asian
<input type="radio"/>	Hispanic
<input type="radio"/>	Black or African American
<input type="radio"/>	Native Hawaiian or Other Pacific Islander
<input type="radio"/>	White

K	PROGRAM INFORMATION (Optional Coding) (Mark all that apply.)
<input type="radio"/>	SE (student has an IEP)
<input type="radio"/>	504
<input type="radio"/>	MG
<input type="radio"/>	GT
<input type="radio"/>	LEP/ELL (Cannot be former LEP)
<input type="radio"/>	Former LEP (Cannot be current LEP)
<input type="radio"/>	F/RL
<input type="radio"/>	Significant Cognitive Disability (Student should participate through CRT-ALT)

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Coding After Testing: For Home-Schooled Students

Home-schooled students will not have a barcode label, therefore, code the following:

CRT:

- Page 2, Section 1: Code “Student Not Enrolled”
- Page 2, Section 3: ALL Boxes, if applicable

CRT-Alternate:

- ✓ Transfer scores on pages 15, 16 & 17 for grades taking the science tests, and on pages 13 & 14 for those grades not taking the science tests, and place test booklet, student evidence, and answer document (SRB) in envelope labeled “For return of CRT-Alternate test materials”

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Barcodes: What to do when a...



- new student arrives:
 - Please consult the barcode/coding table on pages 26-30 and Appendix C in the *Test Coordinator's Manual*.
- student withdraws:
 - In schools that have barcode labels for students, place the barcode label on the "Voided Barcode Label" form.
- student in a public school moves from one school within the system to another:
 - Contact Judy Snow at OPI, 444-3656 jsnow@mt.gov

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Form for Voided Barcode Labels

MontCAS, Phase 2 CRT FORM FOR VOIDED BARCODE LABELS

1. Place each student's voided barcode label in the designated area on this form.
2. Listed next to the voided barcode label are reasons for voiding the student barcode label. Please check the reason next to the voided label. If the reason is not listed please document in the space labeled "other."
3. Return this form to Measured Progress "loose" with your answer document envelopes in the "Return of used Answer Documents" box. For more packing information please see page XX of your 2008 Test Coordinator's Manual.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or jsnow@state.mt.us

 Other _____	<ul style="list-style-type: none">- Moved In State- Moved Out of State- Withdrew/Dropped/Location- Unknown- Transferred In District- Transferred to Non Public School- Grade Level Error
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Student Response Booklet - “State Use Only”

SYSTEM / SCHOOL

1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	5. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	9. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	13. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	17. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	6. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	10. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	14. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	18. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
3. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	7. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	11. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	15. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	19. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	8. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	12. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	16. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	20. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

STATE USE ONLY

21. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	22. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
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